

Jurisdictional Class: Competitive; Non-Competitive in County  
Adopted: February 27, 1986  
Revised: April 22, 2013

**PERSONNEL DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is important administrative work in which the incumbent is charged by law with the statutory authority to enforce, administer, and oversee the various provisions of the New York State Civil Service Law and Clinton County Civil Service Rules and Regulations for all civil divisions within the jurisdiction of the county including towns, villages, school districts, special districts, and the City of Plattsburgh. Duties also include responsibility for planning, implementing, and evaluating a wide variety of county human resource and labor relations functions and programs according to law and general policies set by the Clinton County Legislature with wide leeway allowed for the exercise of independent judgment in the performance of duties. Duties also include responsibility for employing and discharging Personnel Department staff. Direct supervision is exercised over all Personnel Department staff. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Enforces, interprets, and applies New York State Civil Service Law and Clinton County Civil Service Rules and Regulations in the formation of policies and procedures;
- Oversees all aspects of the process of public personnel administration;
- Oversees the establishment and administration of a comprehensive classification plan, including classification of positions and preparation of job specifications;
- Oversees the establishment and administration of a testing program for the county and all civil divisions;
- Maintains close working relationships with municipal public agencies in the county, and acts as a consultant on civil service issues for municipalities as well as county departments;
- Certifies payrolls for classified positions in county government and municipalities under the jurisdiction of the county;
- Oversees the amendment of Civil Service Rules and Regulations for Clinton County, and conducts public hearings for changes to the rules for submission to the New York State Civil Service Commission for approval;
- Oversees the preparation of the annual report for State Civil Service and participates in the preparation of special reports for county, state, and federal government as required;
- Oversees the establishment, administration, and management of employee human resource and benefit programs including health insurance, health insurance buyout, sick leave, vacation time, personal time, retirement benefits, Employees' Assistance Program, unemployment insurance, workers' compensation, the New York State Deferred Compensation Plan, flexible spending benefits, Sick Leave Bank, etc;
- Prepares and coordinates the monthly agenda for the Chairperson of the Legislative Personnel Committee on issues concerning personnel transactions and policy procedures, analyzes appeals for title and salary changes, and submits findings and recommendations;
- Prepares and coordinates the agenda items for the Chairperson of the Grievance and Labor/Management Committees as established in collective bargaining agreements for discussion and resolution of problems arising from interpretation of the contract and terms and conditions of employment;
- Works closely with union, county management officials, and county attorney as a resource person for labor relations and is a member of the negotiating team for county contract settlements;
- Works with county department heads to review contracts and suggested changes in contract language, to assess workforce needs, and to formulate plans, policies, and procedures for personnel administration;
- Monitors agency compliance to terms and conditions described in existing labor contracts as well as terms ordered as the result of arbitration hearings;

## Personnel Director

Oversees the review and confirmation of county departments' personnel requests for annual budget submission to the Budget Officer for use in preparation of the county annual budget;

Conducts county salary, benefit, and special studies on development of programs, impact of proposed decisions, organizational changes, and legislation affecting personnel activities as required;

Prepares and manages the department's budget;

Establishes and manages various contracts needed to support the department operations and human resource functions such as: health insurance premium rates, unemployment insurance cost control, workers' compensation administration and cost control, IRS Section 125 Administration, pre-employment physicals, etc;

Oversees the announcing and filling of all county vacancies;

Administers the County Affirmative Action Program;

Represents the county on human resource matters to the public, government officials, and professional groups;

Investigates and makes recommendations regarding allegations of discrimination or workplace violence for county employees;

Consults with attorneys on discipline/termination of county employees;

Assists county department heads in counseling or disciplinary process.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of the principles, practices, and techniques of personnel administration as it applies to local government;

Thorough knowledge of New York State Civil Service Law and Clinton County Civil Service Rules and Regulations;

Thorough knowledge of employee relations, public relations, performance rating, and recruitment;

Thorough knowledge of the collective bargaining agreements and contract negotiations;

Good knowledge of county operations and functions;

Ability to understand and interpret complex written material;

Ability to operate a computer and utilize common office software programs including word processing, spreadsheets, and databases to generate necessary reports and input data;

Ability to express oneself clearly and precisely both orally and in writing;

Ability to establish and maintain an effective working relationship with employees at various levels of government and with the public;

Ability to plan and supervise the work of others;

Ability to analyze and organize data and prepare and maintain detailed records and reports;

Ability to analyze and resolve complex problems;

Initiative;

Sound judgment.

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Public Administration, Business Administration, Personnel Administration, or closely related field and two (2) years of administrative experience involving policy decision making or personnel functions; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Public Administration, Business Administration, Personnel Administration, or a closely related field and four (4) years of administrative experience involving policy decision making or personnel functions; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

Personnel Director

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.